

CODE OF CONDUCT PROCEDURE

Conduct of library users

- Cell phones, pagers, and other electronic communications devices must be turned off or placed in mute or vibrate mode upon entering the library. Cell phone conversations are allowed in the lobby or in a quiet corner where you will not disturb others. Conversations at the computers are allowed if necessary to work with data on the computer.
- Beverages in covered containers such as screw lids are allowed.
- Mutilation and theft of library materials are serious offenses. Offenders will be penalized and payment must be made to cover all damages.
- All library users should strictly observe copyright law.
- Personal belongings should not be left unattended. The library will not be responsible for any loss or damages of personal belongings.
- In line skates, bicycles, roller blades, skateboards, bicycles, yo-yos, and similar equipment are not permitted.
- The library has a security system to safeguard library materials. If the alarm sounds, return to the circulation desk. Contents of bags, purses, backpacks, etc. may be inspected.
- Users should be aware of SPL's computer use policy.

Users who violate these policies will be asked to show their SPL or outside ID card to a SPL staff member. The library will keep a record of the violation. In most cases, two verbal warnings will be issued to any person or group that violates the rules. A third violation will result in expulsion from the library and its grounds. However, no warning is required if, in the judgment of library staff, the behavior in question (a) violates federal, state, county, or municipal laws, or (b) poses an immediate threat to the safety or well-being of other library users or staff. **Patrons are urged to report disruptive or dangerous behavior to staff immediately so that appropriate steps can be taken to resolve the problem.**

Abuse of Privileges

The following are examples of abuses that may result in the suspension of some or all library privileges.

- Failure to comply with requests or instructions of library staff.
- Running, throwing objects, swearing, yelling, or spitting.
- Inappropriate or unsafe use of furniture, walkways, and personal belongings.
- Use of library meeting rooms or study cubicles without the prior permission of staff.
- Possessing or using alcohol or other controlled substances.
- Loitering or congregating so as to disrupt or hinder the use of, or entry to, the library.
- Carrying/concealing weapons or the use of ordinary items as weapons.
- Physical violence or the threat of violence.
- Displaying pornography or other material harmful to children.

Appeal

A person whose library privileges have been limited may appeal the decision. Any appeal shall be filed in writing with the director within ten (10) days of the effective date of the suspension. Appeals shall be considered by the library board at the next regularly scheduled board meeting following the filing of the appeal. At the board meeting, the director, or his or her designee, shall explain the facts and circumstances. The patron may then present any relevant information to the board. The board may proceed informally in considering any suspension appeals and may affirm the suspension, reverse the suspension and reinstate library privileges, or modify the conditions of suspension.